



COPY

OFFICE OF HOMELAND SECURITY

April 4, 2008

Clifford Diamond, Chief of Police
City of El Cajon
100 Fletcher Parkway
El Cajon, CA 92020-2506

Monitoring Report #M08-002

Dear Chief Diamond:

On February 15, 2008, the Office of Homeland Security (OHS), Monitoring and Audits Unit, Program Monitor, James Lewis conducted a desk monitoring review for the purpose of monitoring the City of El Cajon OHS Critical Infrastructure Protection Grant. I wish to thank you and your staff for the courtesy extended to Mr. Lewis during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT	PROGRAM NAME	PERIOD MONITORED
2003-0035 #073-21712	FY03 Part II Critical Infrastructural Protection (CIP)	03/17/03 - 04/16/03

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitor examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitor performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your OHS Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not necessary and the monitoring process is complete. **If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.**

Monitoring Report Response Form

TO: Governor's Office of Homeland Security Grant Numbers: 2003-0035
Grants Management Section
Monitoring & Audits Unit Monitoring Control #M08-002
State Capitol
Sacramento, CA 95814

Attention: Brendan Murphy Response Due: March 20, 2008
Deputy Director

FROM: Subgrantee: _____

Option One

☐ I have reviewed and acknowledge receipt of the above referenced monitoring report.

Authorized Signature Title Date

Typed Name Title Telephone Number

NAME	TITLE	AGENCY
Yolande Green (by phone)	St. Accountant	City of El Cajon
Holly Reed-John (by phone)	St. Management Analyst	City of El Cajon

Approved by: _____
Date: _____

Prepared by: _____
Date: _____

City of El Cajon Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2				2	2
Grant Assurances	1	1				1
Grant Approval Notification	2	2				2
Performance Reports	1				1	1
Homeland Security Strategies	1				1	1
Publication of Published Materials	1				1	1
B. Programmatic Review						
Program Goals and Objectives	2	2				2
Exercise	2				2	2
Training	1				1	1
Planning	1				1	1
C. Financial Management						
Accounting System	8	8				8
Distribution of Funds	1				1	1
Advance of Funds	2				2	2
Change Requests/Modifications	2				2	2
Maintenance of Records	1				1	1
D. Fiscal: Personnel Services						
Management and Administrative Services	3	2			1	3
Overtime/Back Fill	3	3				3
E. Fiscal: Procurement						
Responsibility	1				1	1
Methods of Procurement	4				4	4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3				3	3
Property Management & Records Keeping	2				2	2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				1	1
Management and Administrative Responsibility	1				1	1
Overtime/Backfill/CTO Responsibility	1				1	1
Procurement Responsibility	1				1	1
Equipment & Property Management Responsibility	1				1	1
Total	49	18	0	0	31	49

City of El Cajon Monitoring Report

- C. 4. **Change Request/Modifications:** Not applicable for Subgrantee (2 items).
- 5. **Records Maintenance:** Not applicable for Subgrantee. (1 item).
- D. **Fiscal: Personnel Services:** Subgrantee in compliance (5 items); Not applicable for Subgrantee (1 item).
 - 1. **Critical Infrastructure Protection:** Subgrantee in compliance (2 items); Not applicable for Subgrantee (1 item).
 - a. Allocation: Subgrantee in compliance (1 item).
 - b. Allowable Costs/Activities: Not applicable for Subgrantee (1 item).
 - c. Functional Timesheets: Subgrantee in compliance (1 item).
 - 2. **Overtime/Backfill and/or CTO:** Subgrantee in compliance (3 items).
- E. **Fiscal: Procurement:** Not applicable for Subgrantee (5 items).
- F. **Fiscal: Equipment & Property Management:** Not applicable for Subgrantee (5 items).
- G. **Subgrantee Monitoring & Oversight:** Not applicable for Subgrantee (5 items).